

Approved 7.2.13

WENHAM BOARD OF SELECTMEN  
Meeting of Tuesday, May 14, 2013  
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Tuesday, May 14, 2013 at 6:30 pm in the Selectmen's Meeting Room.

With a quorum present, Mr. Whittaker called the Board of Selectmen meeting to order at 6:30 pm.  
Selectmen Present: Ken Whittaker, Chair; Patrick Wilson, Vice Chair; Jack Wilhelm, Secretary  
Also Present: Mark Andrews, Town Administrator; Catherine Tinsley, Minutes Secretary

Abbreviations used:  
BOS Board of Selectmen

Public Information  
Agenda – Discussion of Town Accountant Position

Mr. Whittaker announced that the Town Accountant, Catherine Gabriel, turned in her resignation effective May 22, 2013. The BOS discussed at length about the process to fill the position. Most importantly noted was the need for this position to be covered through the end of this fiscal year 2013 (June 30, 2013). Baystate Municipal Accounting Group (BMGA), who is currently covering the Wenham Finance Director duties, has submitted a proposal to extend their current contract with the Town to provide Accounting services through to June 30, 2013. Although the Selectmen agreed that there was a benefit to contract with BMAG, citing they are familiar with the Town's finances, Mr. Andrews was asked to contact other Temp Agencies and compare bids. Mr. Wilhelm stressed the importance that this is an on-site job and the person filling the position needs to work from Town Hall during regular business hours. It was noted that this position also acts as the Human Resource Director. Mr. Andrews was asked to talk to the Town of Hamilton and the Hamilton-Wenham Regional School District to determine if there is interest in a shared position.

The BOS directed Mr. Andrews to prepare a draft job posting for a full time Town Accountant to include an (updated) job description, criteria, knowledge of the VADAR system, and salary. The job will be posted on the popular web sites. The BOS agreed applicants would not be precluded from being considered for the Finance Director position.

Regarding the expense related to the Accounting position, Mr. Andrews said there would be end of year transfers as allowed by Massachusetts Law allowing towns to transfer from unspent line items within a department up to 3 percent of the total budget or \$5,000 which ever is greater. The vacation payout to Ms. Gabriel was unknown at the time of the meeting.

Mr. Andrews reported that there are a number of communities looking for an Accountant.

*VOTE: Mr. Wilhelm moved, and it was seconded, to adjourn at 7 pm.*

Respectfully submitted by

Catherine Tinsley